

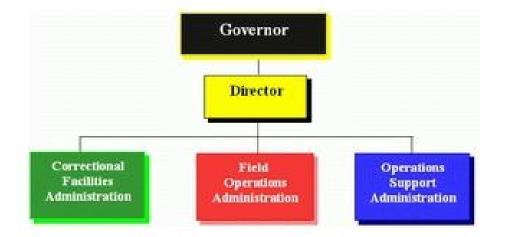
Facts About Your Michigan Department of Corrections



The following information was developed by the Michigan Department of Corrections both as an informational guide for members of the public and for Department employees.

Pictured on the left is Officer Shawn Minerick, the 2010 Michigan Department of Corrections, Corrections Officer of the Year.

Shawn is a Resident Unit Officer at Baraga Maximum Correctional Facility located in Baraga, Michigan.



In April of 2010, the Michigan Department of Corrections completed a major reorganization into 3 administrations.

This reorganization also moved oversight of the Michigan Prisoner Reentry Initiative under the supervision of the Director.

These changes are part of a streamlining effort that will improve the effectiveness and efficiency of the Department.



Offenders in Michigan: Prison Jail or Probation



All adults and juveniles sentenced as adults and convicted of offenses for which the statutory maximum is **more than one year** can be sentenced to a state prison.

The state's prison system is under the jurisdiction of the Michigan Department of Corrections.



Most convicted offenders are not, however, sent to prison.

Instead, most are supervised locally through probation while others are given a sentence of up to one year in a county jail.

Probation supervision is provided by the Department and by various Circuit Courts.



Convicted offenders who have served time in prison can, if eligible, be paroled.

Parole is a period of supervised release from prison during which the prisoner continues to serve his or her sentence in the community.

Parole supervision is also provided by the Department.





The criminal justice system consists of law enforcement, prosecution, defense, courts and corrections.

The primary function of the criminal justice system is to enhance public safety and ensure just punishment for criminal behavior.

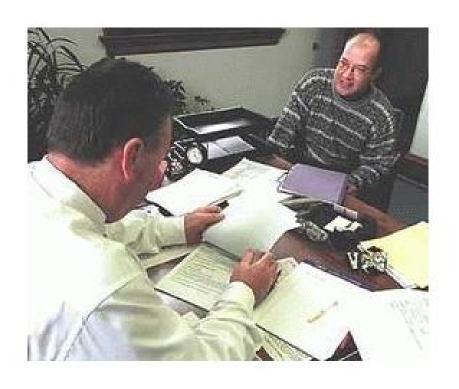


As one of the components of that system, the Michigan Department of Corrections' mission is to create a safer Michigan through effective offender management and supervision in our facilities and communities while holding offenders accountable and promoting their success.



The Department accomplishes this mission by using six major strategies:

- Ensuring that judges and criminal justice agencies have the broadest possible array of viable sentencing and sanctioning options available to them.
- Developing and implementing a comprehensive correctional system offering a broad range of services, including aftercare, to assist offenders with their successful transition and reentry into the community.



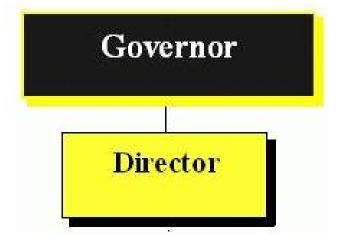
- Assessing each offender's risk, needs, and strengths in order to provide meaningful treatment, programming, and opportunities throughout the offender's sentence so that each offender has the opportunity to become a law-abiding, productive citizen.
- 4. Employing evidence-based practices in all aspects of our operations.



- 5. Providing effective supervision of offenders in our facilities and communities, including appropriately responding to negative behavior to manage offenders' risk to others and reduce victimization.
- Maintaining safe, humane, and secure correctional facilities and work places.



The Department's Organizational Structure



The Michigan Department of Corrections is one of the largest departments in state government with over 17,000 employees across Michigan.

Final responsibility for operation of the Department rests with the Governor who appoints the Director with the advice and consent of the State Senate.

The Director is the chief administrative officer of the Department and is responsible for the overall operation of the Department.



The headquarters for the Michigan Department of Corrections is located in the GrandView Plaza Building which is at 206 E. Michigan Avenue in downtown Lansing.

More commonly referred to as "Central Office", the Director's Office as well as the Department's executive offices are located in the GrandView Plaza Building.



In order to achieve it's mission and responsibilities, the Department is organized into 4 major administrative units. These include:

The Director's Office,

The Correctional Facilities Administration,

The Field Operations Administration, and

The Operations Support Administration.

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Correctional Facilities Administration

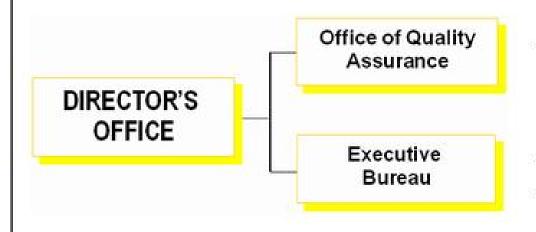
Field Operations Administration Although more information will be presented on the 2 largest administrations - the Correctional Facilities Administration and the Field Operations Administration - every administration, bureau, office, work site, and employee are equally important and essential to meeting the Department's goals.

The role and responsibilities of each of these administrative units is presented on the following pages.



The Director's Office

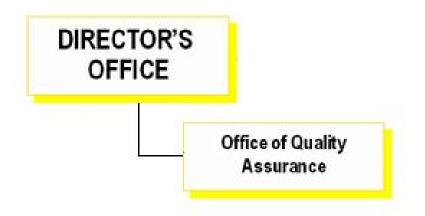
The Director's Office



In addition to the overall responsibility for the Department, the Director may also appoint special assistants to oversee specialized areas within the Department.

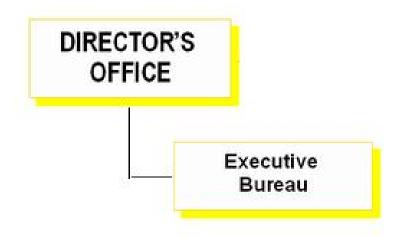
The Director's Office also includes the **Office of Quality Assurance**, and the **Executive Bureau**.

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The **Office of Quality Assurance** is headed by an Administrator, who reports to the Director.

This office is responsible for monitoring and ensuring continuous quality of health care services provided to prisoners within the Department, as specified by the Director.



The **Executive Bureau**, which is supervised by an Administrator, includes the following:

The Legislative Affairs Section,

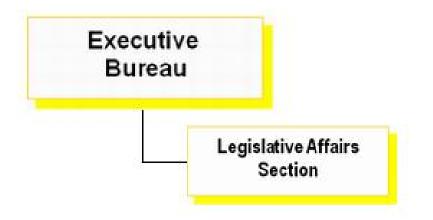
The Michigan Parole and Commutation Board.

The Office of Community Alternatives,

The Office of Public Information and Communications, and

The Office of Research and Planning.

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The **Legislative Affairs Section** is responsible for coordinating the Department's legislative liaison activities.

Executive Bureau

Office of Community
Alternatives

The Office of Community
Alternatives is responsible for implementation of the Community Corrections Act (MCL 791.401, et seq.) as well as implementation of substance abuse services and contracts for the Department.

Included in this office are the <u>Community Corrections Services</u>
<u>Section</u>, the <u>Offender Reentry</u>
<u>Services Section</u>, and the <u>Substance</u>
<u>Abuse Services Section</u>.



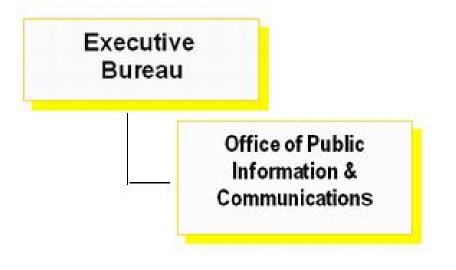
The <u>Community Corrections</u>
<u>Services Section</u> is responsible for providing technical assistance to local jurisdictions, coordinating local community corrections plan development, and monitoring program performance under the Community Corrections Act.



The Offender Reentry Services
Section is responsible for
coordinating services provided
under the Michigan Prisoner
Reentry Initiative with Department
staff, community agencies, and the
public.



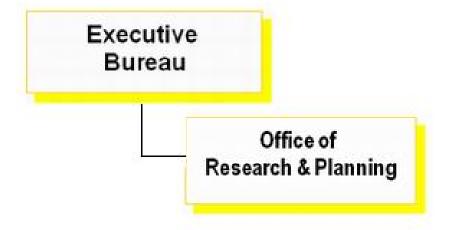
The <u>Substance Abuse Services</u>
<u>Section</u> is responsible for overall planning, monitoring, and evaluation of prisoner substance abuse programming, including substance abuse testing.



The **Office of Public Information and Communications**; the head of this office serves as the Department's chief spokesperson with the news media.

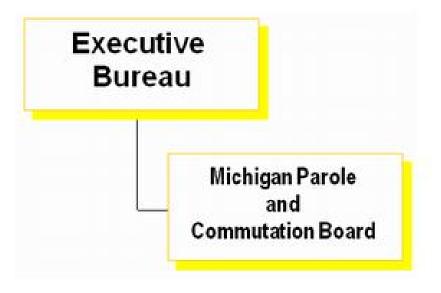
This office is responsible for coordinating the Department's contacts with the news media, including the types of information to be released.

The Office of Public Information and Communications is also responsible for providing information about Department activities to the general public.



The Office of Research and Planning provides corrections research including statistical analyses, legislative impact studies, program evaluation, validation reports, and prisoner population projections.

This office also responds to requests for data on offenders and prepares short-term analyses and program reviews.



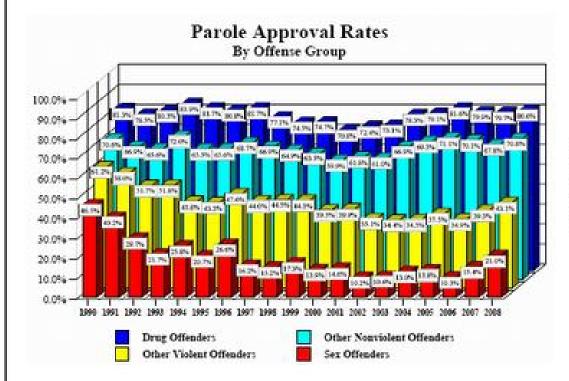
The **Michigan Parole and Commutation Board** is comprised of fifteen members who are appointed by the Governor.

One of whom is designated as the Chairperson.

Michigan Parole and Commutation Board

The Chairperson is responsible for the management and operation of the Board.

The Board is responsible for all parole decisions, including establishing the terms and conditions of parole and parole revocation, and the processing of cases for reprieve, commutation, and pardon.



Parole is defined as a period of supervision and testing in the community prior to release from parole board jurisdiction.



Under State law, the Parole and Commutation Board may grant parole only if there is a reasonable assurance the prisoner will not be a menace to society or to the public safety.

The parolee is supervised by a State Parole Agent and the Board may revoke the parole whenever the parolee fails to keep the terms of parole which include both standard conditions as well as any special conditions attached to the parole.



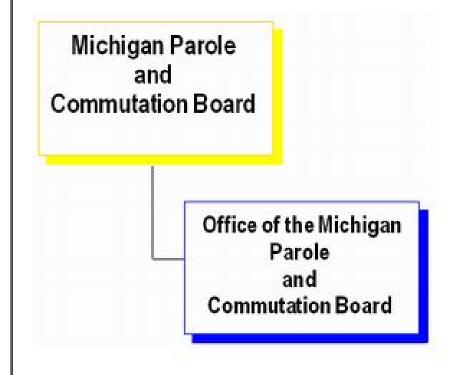
Commutation is a form of Executive Clemency which the Governor grants or denies based on the Michigan Parole and Commutation Board's Recommendation.

The life sentence is "commuted" to an indeterminate sentence making the prisoner eligible for parole consideration.



Pardon - The Governor uses his or her executive clemency powers to forgive a person convicted of a crime.

A pardon removes the conviction and the associated penalty from the books.



The Office of the Michigan Parole and Commutation Board is responsible for providing administrative and support services to the Parole and Commutation Board.

This Section also is responsible for operation of the crime victim notification process pursuant to the William Van Regenmorter Crime Victim Notification Act.



The Operations Support Administration

OPERATIONS SUPPORT ADMINISTRATION

The Operations Support
Administration is headed by an Administrator who provides oversight of all Central Office staff support functions and for providing internal organizational support to the Department's operational units.

The OSA Administrator also provides Department oversight of all human resource services, including services related to equal employment opportunity and allegations of discriminatory harassment provided to Department staff by the Civil Service Commission.

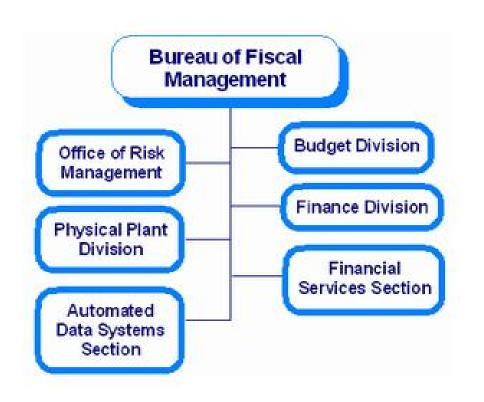


This administration is organized into 6 administrative units that provide a wide variety of services to the Department.

OPERATIONS SUPPORT ADMINISTRATION

Bureau of Fiscal Management The <u>Bureau of Fiscal Management</u> is responsible for coordinating the budget development process, financial management, and contract management for the Department.

The Bureau monitors the fiscal operations of the Department to ensure compliance with policy, the Administrative Guide for State Government, and generally accepted accounting principles.



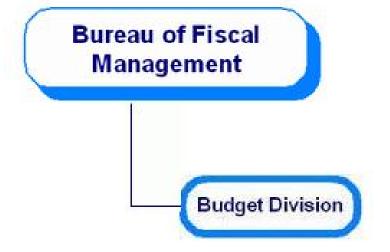
There are 6 administrative units within the Bureau of Fiscal Management to manage the Department's fiscal and financial affairs as well as computerized information systems.



The **Office of Risk Management** is responsible for identifying, assessing, and managing risk within the Department.

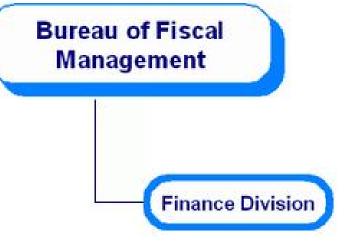
This includes conducting risk assessments of policies, procedures, activities, and related processes within the Department, following the risk assessment methodology set forth in the Department of Technology, Management, and Budget's General Framework document for evaluating internal controls.

The Office also is responsible for developing strategies for change and practical solutions to manage risk within the Department.

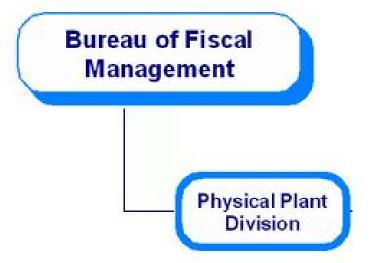


The **Budget Division** develops the Department's annual budget request to the Governor's Office and the Legislature.

This Division is also responsible for developing the annual spending plans for the Department.



The **Finance Division** is responsible for revenue and expenditure projections, legislative and administrative transfers, procurement functions, contract management, and depositing and accounting for fees collected from parolees and probationers.



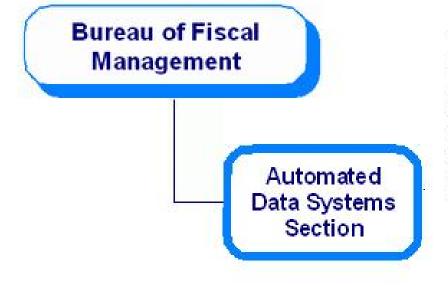
The **Physical Plant Division** is responsible for development of new construction, remodeling, and major maintenance projects along with Department fire safety standards and environmental affairs.

This Division ensures that Department facilities meet applicable federal, state, and local sanitation, safety, and health codes.

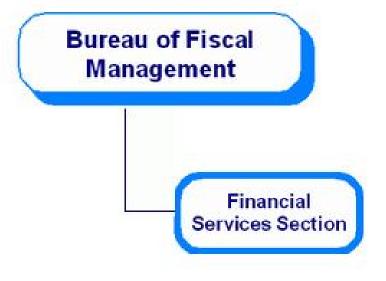


The **Physical Plant Division** is also responsible for inspecting and auditing county jails for compliance with state law and administrative rules.

This Division reviews and approves all requests from county jails for reimbursement under the Department's Jail Reimbursement Program for the cost of housing offenders diverted to jail.



The Automated Data Systems
Section is responsible for all aspects of the automated data processing and computerized information systems, including establishing Department standards and management of usercode and password maintenance.



The **Financial Services Section** is responsible for establishment and maintenance of an appropriate account structure to record Department-wide revenues, expenditures, assets, and liabilities in accordance with State law and generally accepted accounting principles.

OPERATIONS
SUPPORT
ADMINISTRATION

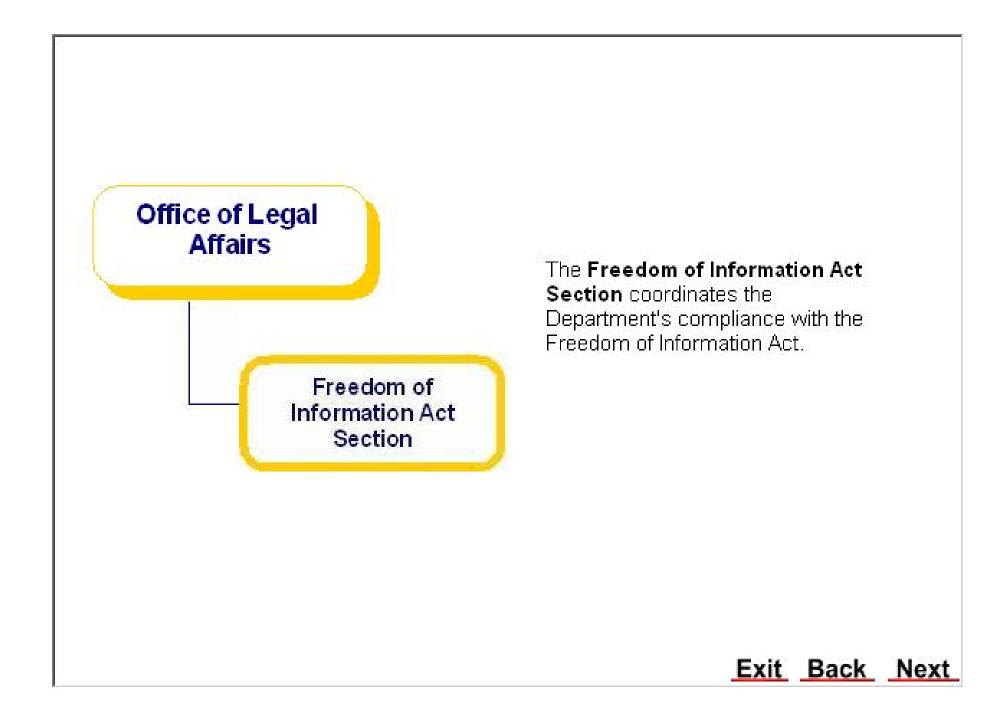
Office of Legal
Affairs

The Office of Legal Affairs is responsible for the coordination of Department communications with the Attorney General's Office regarding legal issues that affect the Department.



The Administrator for the Office of Legal Affairs reports to the Director on substantive legal and policy issues.

There are 4 sections within the Office of Legal Affairs.





The **Grievance and Appeals Section** has 3 main responsibilities:

- It is responsible for the review of appeals from all formal administrative hearings.
- 2. It coordinates investigations and decisions of prisoner grievances at the third step.
- 3. It is responsible for coordinating prisoner property reimbursement with the State Administrative Board.

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The **Litigation Section** coordinates the litigation activities filed against the Department or its employees with the Department of Attorney General.

This section also coordinates the Department's compliance with court orders issued in litigation against the Department or it's employees, including consent decrees and settlements.



Policy and Rules Development Section The **Policy and Rules Development Section** is responsible for the development and maintenance of the Department's administrative rules, Director's Office Memoranda, operating procedures and policy directives.

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Internal Affairs

Division

The Internal Affairs Division is responsible for conducting or directing the investigation of allegations of felonious conduct by staff and other allegations against staff as determined by the Director.

OPERATIONS SUPPORT ADMINISTRATION

Office of New
Employee Training
& Professional
Development

The Office of New Employee Training and Professional Development is responsible for providing and coordinating all new employee and inservice training for staff, including leadership training and recruiting new employees.



The **New Employee Training Section** is responsible for the delivery of 320 hours of training to all new corrections officer recruits as required by Public Act 415.

This section is also responsible for providing new field agent training and new employee training to all other categories of new employees.

The curriculum unit and the Department's distance learning initiative, which includes Internet, Intranet, and satellite training also operates within the New Employee Training Section.



The **Inservice Training Section** is responsible for the delivery of inservice training to over 17,000 status employees in the Department.

The <u>Department's Ordnance Unit</u> is also within this section and is responsible for establishing standards, testing, research, and procedures for weapons and other ordnance used within the department.



The **Professional Development Section** manages the Department's leadership initiative.

The **Recruitment Section** manages the recruitment of all categories of new employees.



Labor Relations Section The **Labor Relations Section** is responsible for responding to staff grievances and unfair labor practice charges and representation at related conferences, hearings, arbitration and contract disputes.



This section is also responsible for Department level contract negotiations and labor/management processes as well as the Department's substance abuse and alcohol testing program and work fit program.

OPERATIONS SUPPORT ADMINISTRATION

Prison Rape Elimination (PREA) Section The **Prison Rape Elimination Act** (**PREA**) **Section** is responsible for monitoring compliance with Policy Directive 03.03.140 - *Prohibited*Sexual Conduct Involving

Prisoners, and coordinating implementation of federal PREA standards when issued.



The Field Operations Administration



The **Field Operations Administration** is headed by a Deputy Director who is responsible for the management and operation of all facilities, services, and programs in the Field Operations Administration and for providing investigative support, information, and sentencing recommendations to the courts in criminal cases.



The **Field Operations Administration** includes three administrative units:

The Office of Parole and Probation Services.

Two Regional Administrations

Metropolitian Region, and

Outstate Region.

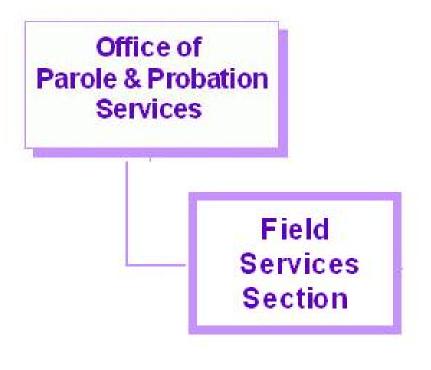


The <u>Office of Parole and Probation</u>
<u>Services</u> is led by an Administrator who supervises:

The Field Services Section,

The Program Services Section, and

The Electronic Monitoring Center



The **Field Services Section** provides investigative support and information to the Michigan Parole and Commutation Board in the parole revocation and parole discharge processes.

This section is also responsible for the screening and assessment of parole consideration cases prior to the Board's review.



The <u>Program Services Section</u> is responsible for oversight of residential reentry programs and facilities, CRP, and sex offender management.

This section also is responsible for implementing the interstate compact for parolees and probationers.



Electronic Monitoring Center The <u>Electronic Monitoring Center</u> monitors all FOA offenders and discharged sex offenders for whom electronic monitoring is required.

The Section also oversees

Department LEIN entries and warrant verifications and cancellations.





The Department's parole and probation offices are organized into 2 geographical regions:

the Metropolitan Region, and

the Outstate Region.



Each region is led by a regional administrator who along with their staff, are responsible for oversight of field operations for parole, probation, and Community Residential Programs in their geographic regions.

This also includes operational responsibilities such as budget planning and management, new program implementation, and administration of adult felony probation services, parole supervision, and absconder recovery units.



The 2 regions cover multiple counties and cities that are divided into geographic areas.

Each geographic area includes various individual offices within that specific area.



The administrative office for the **Metropolitan Region** is located in Detroit.

This region services the counties of Washtenaw, Oakland, Macomb, and Wayne.

The Metropolitan Region shown on the map on the left, is divided into 6 areas.



The Metropolitan Region's **Northeastern Area** office is located in Mt. Clemens.

Other offices in this area include Eastern District Probation, Mt. Clemens Parole, and Macomb Probation.



The Metropolitan Region's **Lawton Area** office is located in Detroit.

Offices in this area include Detroit Metro Parole, the Specialized Supervision Unit, the SAI Aftercare Unit (SAI/AC), and EMS Parole/Probation.

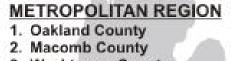
METROPOLITAN REGION

- 1. Oakland County
- 2. Macomb County
- 3. Washtenaw County
- 4. Wayne County

SPECIAL PROGRAMS AREA Office

The Metropolitan Region's **Special Programs Area** office is in Detroit.

This area includes the Special Services Unit, the Court Services Unit, and the Chrysler District Probation office.



3. Washtenaw County

4. Wayne County

WESTERN AREA Office

The Metropolitan Region's **Western Area** is headquartered in Lincoln Park.

This area includes the offices of SAI Parole/Probation, Lahser District Probation, Southwest District Probation, and Lincoln Park Parole.



The Metropolitan Region's **Central Area** office is located in Detroit.

Include in this area are the Ann Arbor Parole office, the Greenfield District Probation office, the Outer District Parole office, and the Washtenaw Probation office.



- 1. Oakland County
- 2. Macomb County
- 3. Washtenaw County
- 4. Wayne County



The headquarters for the Metropolitan Region's **Northwestern Area** is located in Pontiac.

This area includes the Waterford Parole office, the Pontiac Parole office, the Oakland Probation, and the Troy Probation office.



The <u>Outstate Region</u> consists of the 79 remaining counties in Michigan.

This region's headquarters is located in Lansing and like the Metropolitan Region, is also divided into six areas.



Pictured on the left is the <u>Gaylord Area</u>, which is geographically the largest area in the state.

This area covers 15 counties* in the Upper Peninsula and 20 counties* on the Northeast side of the Lower Peninsula.

* Alcona, Alger, Alpena, Arenac, Baraga, Bay, Charlevoix, Cheboygan, Chippewa, Crawford, Delta, Dickinson, Emmet, Gladwin, Gogebic, Gratiot, Houghton, Iosco, Iron, Kalkaska, Keweenaw, Luce, Mackinac, Marquette, Menominee, Midland, Montmorency, Ogemaw, Ontonagon, Oscoda, Otsego, Presque Isle, Roscommon, Saginaw and Schoolcraft.



The Muskegon Area covers the 18 counties* in the Northwest Lower Peninsula.

* Antrim, Benzie, Clare, Grand Traverse, Isabella, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montcalm, Muskegon, Newaygo, Oceana, Osceola,Ottawa and Wexford.



The Kalamazoo Area includes the 6 counties located in the Southwest Lower Peninsula - Allegan, Berrien, Cass, Kalamazoo, St. Joseph and Van Buren.



2 areas provide services for the counties in the middle of the Lower Peninsula.

The <u>Grand Rapids Area</u> covers 5 counties - Barry, Branch, Calhoun, lonia and Kent.



The <u>Lansing Area</u> covers 7 counties - Clinton, Eaton, Hillsdale, Ingham, Jackson, Lenawee and Monroe.



The last remaining area in the Outstate Region is the Flint Area.

The offices in this area cover 8 counties in the Thumb area of the Lower Peninsula - Genesee, Huron, Lapeer, Livingston, Sanilac, Shiawassee, St. Clair, and Tuscola.



Each geographic area within a region is supervised by an Area Manager who in addition to responsibilities assigned by the Regional Administrators, also supervises all field staff working in that area's probation/parole offices.

The number of individual parole/probation agents assigned to individual offices within these areas is dependent upon the number of clients (parolees and probationers) in that specific area.

In our larger metropolitan areas, agents are assigned to either perform probation services or just parole services.

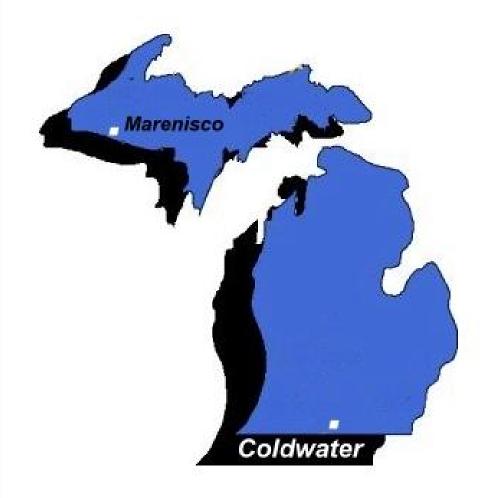
Agents in smaller offices in less populated areas will often perform both probation and parole services.



The Correctional Facilities Administration



The Correctional Facilities
Administration (CFA) is headed by a
Deputy Director who is responsible
for the operation of all correctional
institutions operated by the
Department.



These correctional institutions extend from Coldwater near the Michigan/Indiana border to Marenisco on the Michigan/VVisconsin border in the Upper Peninsula.

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In order to manage such a large and geographically diverse organization, this administration is divided into 5 administrative units.

Each of these separate entities has specific responsibilities that supports the overall operation of the administration.

Bureau of Health Care Services The Correctional Facilities
Administration's **Bureau of Health Care Services** is responsible for the coordination and monitoring of health care services for prisoners in Department correctional facilities.



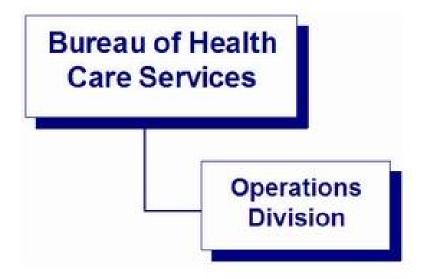
Providing quality health care to prisoners is an important Departmental responsibility.

The State is liable for meeting standards in health care set by State and Federal law and by court decisions.

Failing to meet those standards would unnecessarily expose Michigan's taxpayers to expensive litigation on top of health-care costs.



The Department works on making sure the delivery of health care is as costeffective as possible by providing good medical care through a variety of methods including Telemedicine, healthcare co-pays and managed care.



The Bureau of Health Care Services

Operations Division is responsible for all operational functions within this Bureau, ensuring consistency and accountability throughout the Bureau.



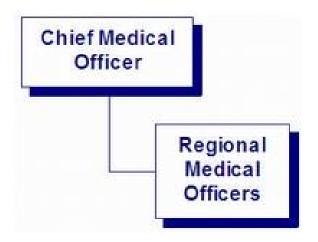
The BHCS Operations Division is divided into 4 administrative units:

Chief Medical Officer,

Regional Health Administrators,

Mental Health Services Coordinator,

Health Information Compliance Coordinator.



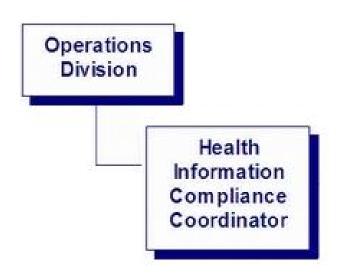
The <u>Chief Medical Officer</u> is responsible for oversight and direction regarding medical and clinical practice of prisoner health care.

The Chief Medical Officer also reports to the Director for medical policy purposes.

Regional Medical Officers report to the Chief Medical Officer. They are responsible for oversight of medical and clinical services provided within geographic regions as determined by the BHCS Administrator.



Regional Health Administrators are responsible for oversight of program development and all health care services provided within geographic regions as determined by the BHCS Administrator.



The Health Information
Compliance Coordinator is responsible for coordinating medical record documentation, including use of the electronic medical record.



The Mental Health Services
Coordinator is responsible for coordinating the provision of psychological services to prisoners.



The **Operations Division** is responsible for providing programming support to CFA institutions.

Included in the Operations Division are the eight sections listed on the left.

Correctional Facilities Administration Operations Division

ACA Coordinator The <u>American Correctional Association (ACA)</u>
<u>Coordinator</u> oversees the ACA accreditation process and provides technical assistance to staff in this area.

An ACA accreditation audit involves assessments that cover administration and management, the physical plant, institutional operations and services, and inmate programs.

It also assesses issues and concerns that may affect the quality of life at a facility such as staff training, adequacy of medical services, sanitation, use of segregation and detention, and provisions of basic services which may impact the life, safety, and health of prisoners, as well as staff.

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Through the standards and accreditation process facilities continuously review their policies and procedures and have the ability to make necessary improvements when deficiencies are recognized.

Administrative and line staff, as well as offenders, benefit from increased accountability, attention to physical plant issues and security procedures.

Whether a facility or program, the accreditation process ensures a clear assessment of strengths and weaknesses.



The Central Records Section is responsible for the coordination and oversight of the prisoner time computation process, including auditing facility timekeeping processes and criminal history inquiries on the Law Enforcement Information Network (LEIN).

This section also is responsible for the maintenance of prisoner Central Office files, detainer processing, prisoner record retention, implementation of the Sex Offenders Registration Act, and sentencing interpretation.

Correctional Facilities Administration Operations Division

Food Service Section

Classification & Placement Section

The <u>Food Service Section</u> is responsible for coordinating dietary programs and food service sanitation in compliance with federal, state and local regulations and standards for all correctional facilities.

The <u>Classification and Placement Section</u> is responsible for coordinating prisoner transfers.

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Correctional Facilities Administration Operations Division

> Transportation Section

The <u>Transportation Section</u> is responsible for the operation and direction of all prisoner transportation within CFA as well as for specifically identified transportation.

The Department's Radio Shop, which provides oversight for the installation of radio equipment is also within this section.



The <u>Offender Reentry Section</u> is responsible for coordinating correctional facilities administration's prisoner reentry efforts.

The <u>Special Activities Coordinator</u> is responsible for coordinating religious services and chaplaincy, the outreach volunteer program, library services, leisure time activities, hobby craft programs, and provides technical assistance to staff in these areas.

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Correctional Facilities Administration Operations Division

> Emergency Management Section

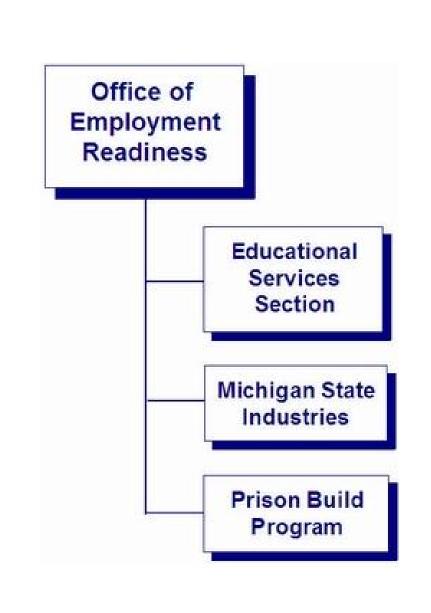
The Emergency Management Section is responsible for coordinating Emergency Response Teams throughout the Department and providing technical assistance to staff on disturbance control issues.

The Manager for this section acts as the Department's Emergency Management Coordinator and represents the Department in the State Emergency Operations Center and the Michigan Intelligence Operations Center.



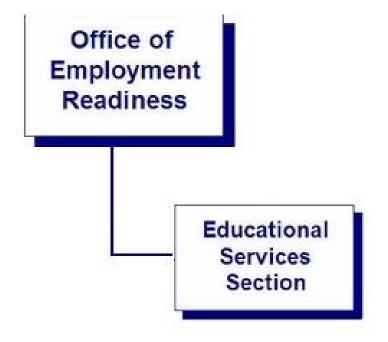
Emergency Response Teams, or ERTs, are groups of specially trained
Department staff available to respond to security needs or emergency situations which may arise during daily institutional operations.

ERT members are volunteers from the ranks of Corrections Officer, Sergeant, Lieutenant, Captain and Inspector who are selected by their Warden and approved by the Regional Prison Administrators.



The Office of Employment Readiness is responsible for the management and coordination of offender education and programming activities.

Several smaller sections are included in this office including the Educational Services Section, Michigan State Industries (MSI), and the Prison Build Program.



The Educational Services Section is responsible for coordinating all educational programming for prisoners.

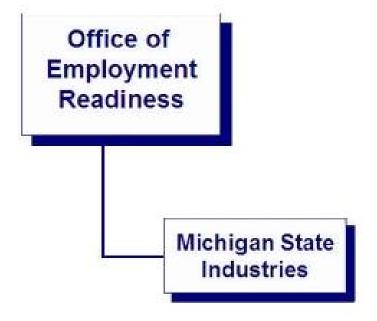
The Department of Corrections provides Adult Basic Education (ABE) and General Education Development (GED) courses at all prisons.



Prisoners are also given opportunities to learn an industry-approved trade at most facilities after they have obtained a GED.

The Department believes a prisoner's completion of at least the core of a standardized program and national or state recognized certification increases his or her opportunity to find a job upon entry into society.

Presently, there are 13 trades taught in the prison system by over 100 highly qualified instructors.



Michigan State Industries (MSI) is responsible for the overall control, management, and supervision of prison industry programs.

MSI operates as similarly as possible to private enterprise and is self-sufficient from the sale of its products to government and nonprofit agencies.



MSI is a large operation employing more than 3,000 prisoners annually and operating more than 34 factories in correctional facilities.

Products manufactured by MSI include signs, shoes, officer uniforms, prisoner uniforms, hospital linen, tactical gear and license plates.

MSI also provides services such as drafting, dairy and meat processing, laundry and data processing.



The <u>Prison Build Program</u> is responsible for the training of prisoners in the building and horticulture trades and, through prisoner labor, providing housing and related products for low-income families with the assistance of local units of government and nonprofit organizations.



The prisoners in this program construct walls, cabinets, trim and other housing components.

They build entire homes, design and create interior products, devise landscape plans and provide the needed horticulture products.

Security Threat Groups

Another administrative unit within CFA is the **Security Threat Groups Coordinator** who is responsible for the tracking and monitoring of security threat groups in the Department.

A security threat group is defined as a group of prisoners designated by the Director as possessing common characteristics which distinguish them from other prisoners or groups of prisoners.

These groups are also commonly referred to as gangs.



Effective monitoring of security threat group activity assists in the prevention of violence and ensures the overall security of correctional facilities.

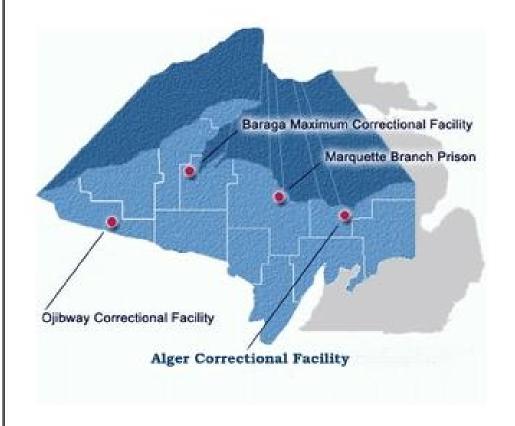
The strategic intelligence gained through monitoring is critical to understanding the group dynamics involved in the introduction of contraband, escape plots, and violence related to turf disputes, debt collection, and other security threat group influenced activities.



The 3 remaining administrative units in the Correctional Facilities

Administration encompass all of the correctional institutions.

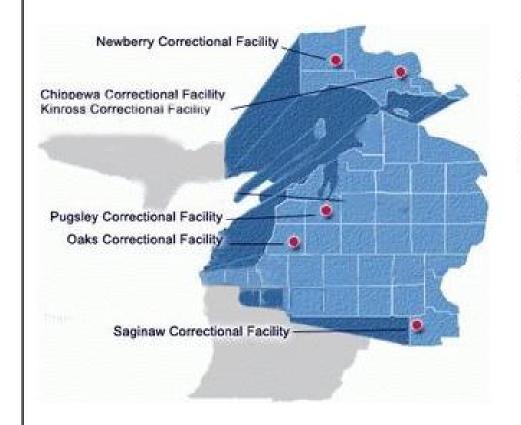
The correctional facilities are divided into 3 geographic regions with each region headed by a **Regional Prison Administrator** who is responsible for the oversight of institutions within their geographic region.



Region 1 is divided into West and East sections.

Region 1 West includes all of the institutions in the Western Upper Peninsula which are:

Alger Correctional Facility
Baraga Maximum Correctional Facility
Marquette Branch Prison
Ojibway Correctional Facility



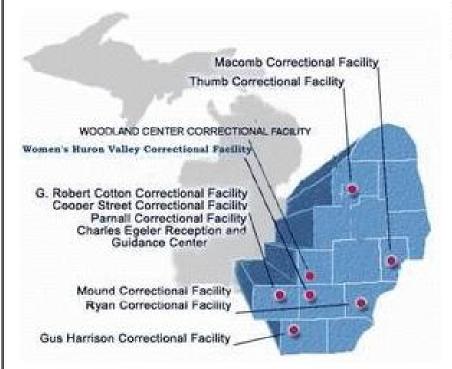
Region 1 East includes all of the facilities in the Eastern Upper Peninsula and the Northern Lower Peninsula. These facilities are:

Chippewa Correctional Facility
Kinross Correctional Facility
Newberry Correctional Facility
Oaks Correctional Facility
Pugsley Correctional Facility
Saginaw Correctional Facility



Region 2 encompasses facilities in the Western Lower Peninsula. These facilities are:

Bellamy Creek Correctional Facility
Earnest C. Brooks Correctional Facility
Carson City Correctional Facility
Florence Crane Correctional Facility
Richard A. Handlon Correctional Facility
Ionia Maximum Correctional Facility
Lakeland Correctional Facility
Michigan Reformatory
Mid-Michigan Correctional Facility
Muskegon Correctional Facility
Pine River Correctional Facility
St. Louis Correctional Facility
West Shoreline Correctional Facility



Region 3 includes all facilities on the East side of the Lower Peninsula. These facilties are:

Cooper Street Correctional Facility
G. Robert Cotton Correctional Facility
Charles Egeler Reception and Guidance
Center
Gus Harrison Correctional Facility
Macomb Correctional Facility
Mound Correctional Facility
Parnall Correctional Facility
Ryan Correctional Facility
Special Alternative Incarceration Facility
Thumb Correctional Facility
Women's Huron Valley Correctional Facility
Woodland Center Correctional Facility



The Department's prisons house over 40,000 prisoners, employ over 9,000 Corrections Officers and nearly 6,000 non-custody staff.

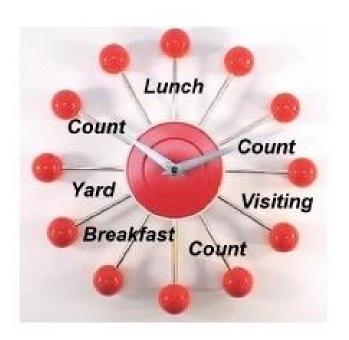
The Department's facilities range in security levels from Level I to Level V.

Facility security level designations ensure that prisoners are placed in the least restrictive security level which is necessary and available.



Each facility is like a self-contained city.

The facility is responsible for maintaining security, providing the prisoners food, clothing, health care, psychological services, dental care, law library, educational services and recreation.



As much as possible, prisons run on a schedule.

Everything has an assigned time; breakfast, lunch, dinner, count, school, yard, visits, work crews, showers, etc.





Each CFA prison is headed by a **Warden** who has the overall responsibility for the facility.

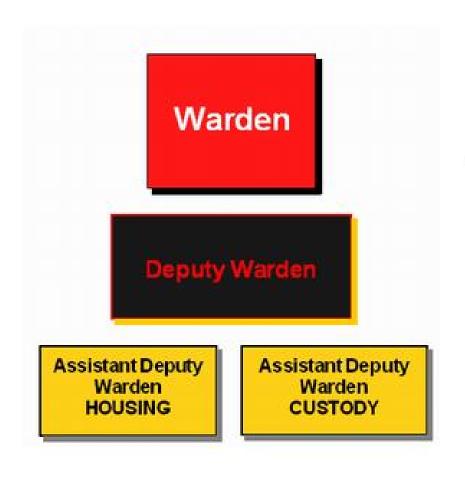
Typically, a CFA facility (prison) is divided into 2 operations - operations "inside the security perimeter" and operations "outside of the security perimeter."



All parts of the facility inside the perimeter fences, is considered to be inside the security perimeter.



Outside of the security perimeter usually refers to the Administration building, maintenance and any other buildings/activities that are outside of the facility perimeter fence.



Reporting to the Warden is the Deputy Warden who is responsible for all operations inside the facility security perimeter.

In many correctional facilities there are 2 Assistant Deputy Wardens who report to the Deputy Warden.

The Custody Assistant Deputy Warden is responsible for each of the 3 shifts of corrections officers that operate in each facility, and all security assignments such as Gun Towers, Perimeter Security Vehicles, Gate Control and the Information Desk. Exit Back Next The Housing Assistant Deputy Warden is responsible for the operation of all prisoner housing units.

Prisoner housing units are managed by a Resident Unit Manager and an Assistant Resident Unit Supervisor, who report to the Housing Assistant Deputy Warden.

Corrections Officers who are permanently assigned to working housing unit assignments are classified as Resident Unit Officers.

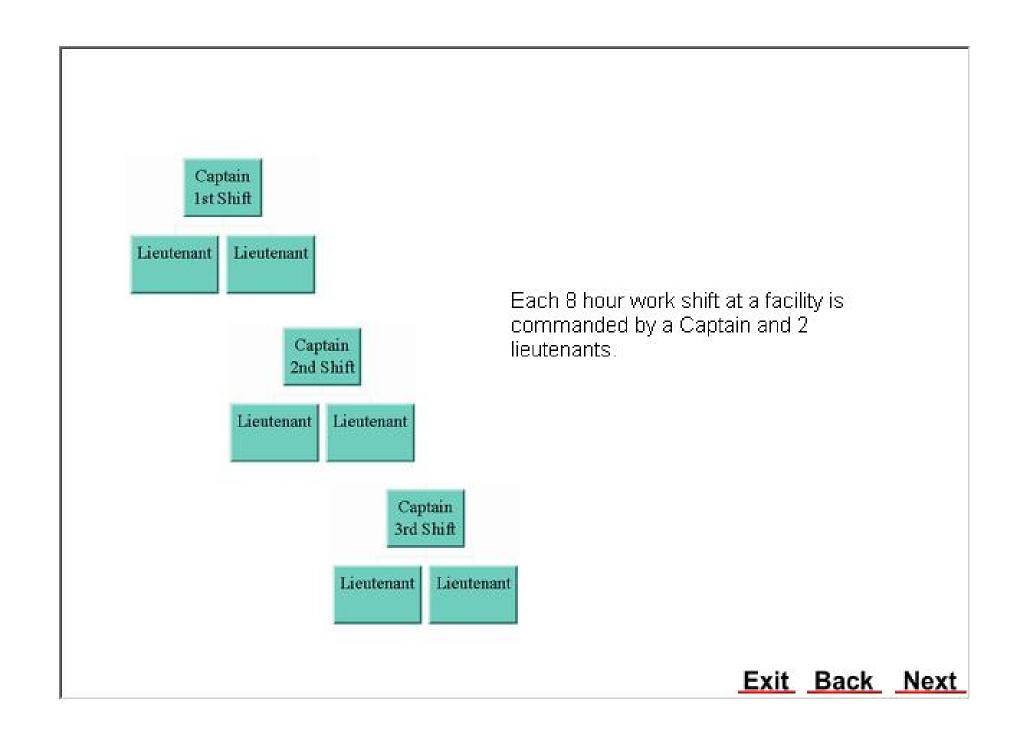
At many facilities both Assistant Deputy Wardens share the responsibility for programming which includes activities such as religious activities, library services, recreation, and education. Exit Back Next

Assistant Deputy Warden OPERATIONS

As the Department continues to explore ways to cost-effectively streamline it's operations, some facilties now are operating with only 1 Assistant Deputy Warden.

At these facilities the Assistant Deputy
Warden is responsible for housing and
prisoner programming and is referred to
as the **Operations Assistant Deputy Warden**

The Deputy Warden at these facilities assumes all custody responsibilities.



Inspector

Each facility also has 1 or 2 Inspectors who handle a variety of assignments, such as conducting investigations, supervising the facility Arsenal, and overseeing prisoner transportation and prisoner property.

Sergeant

Corrections
Officer

Each of the 3 shifts is manned by Sergeants and Corrections Officers.

The number of Sergeants and Corrections Officers assigned to each shift depends on the facility security level.

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Generally, the higher the security level, the ratio of staff-to-prisoners is higher.

As an example - a level 1 facility (minimum security) may have 1200 prisoners and 250 corrections officers while a Level 5 facility (maximum security) may only have 400 prisoners, but 350 corrections officers.



As was stated earlier, each facility is like a self-contained city and requires many different types of staff members to support facility operations.

Some of these staff members work "outside" of the security perimeter, while others perform services both inside and outside of the security perimeter.



These support services include physical plant maintenance, administration, food service, health care, human resources, education, and prisoner records.

Each of these support services is organized into different departments with the department head reporting to the facility Warden.



Some of the occupations in these departments include accountants, electricians, plumbers, school teachers, and health care professionals to name just a few.



At locations where several facilities are grouped together, the Department is utilizing a shared services concept where many of these services are consolidated in an effort to further streamline operations.



Prisoners in Michigan



Most of the Department's time and resources are spent caring for and supervising prisoners.

Some of these prisoners are dangerous, however most are not.

Many do not have much education nor do they know how to find and keep jobs.



Some have emotional problems, drug or alcohol dependency, and some have medical problems.

Many prisoners have special needs and require special supervision.



Statistics gathered on offenders in the system provide a composite of a so-called typical Michigan prisoner.

Such a person is a 37 year-old unskilled, non-white single male who did not finish high school.

He is from southeast Michigan and is serving for non-assaultive crimes.

He is serving his first Michigan prison sentence.



Additional information about the Michigan Department of corrections and Michigan's offender population is provided on the next several pages.

These facts and figures are based on available statistical information as of April 2010.



Over 62% are serving their first prison term.

The average minimum sentence length for all prisoners is 8.1 years.

There are approximately 4,900 offenders serving life sentences.

Approximately 35% of all prisoners are serving sentences of 10 years or more.

Sex offenders make up 23.6% of the prisoner population.

There are over 2,100 female prisoners.

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Prisoner population (institutions) - 51,300

Number of parolees -18,559

Number of probationers - 63,936

Total offenders supervised by MDOC - 133,795

Fiscal Year 2007 budget(projected gross appropriation) - \$2,001,681,200

Number of staff (funded positions) - 18,186

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Michigan Department of Corrections





MPRI Crime Fighting Efforts Highlight Meeting

A part meeting of the backupan Proposer Relieby initiative AdPRIX State Policy and Executive Miscogniment feating with heat that indexty at Landing Community College's west campus. One of several Important accomplishments of the meeting was approval of a new local WPNs governance structure. This new designer will ensure at appropriate proposed have the full inquirette and propentioning of their role is the inflative and a local physician for implementation as RIPPU is expanded across the state - the next step of testing NPRI NAy up to issue in the hand terrental assets.

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Other sources of information can be found on the Department's web site at www.michigan.gov/corrections.

The Department's Office of Public Information and Communications also publishes the bi-weekly newsletter FYI which provides current information on events and happenings in the department.

FYLis also available on the Department's web site.



We hope that you found this presentation informative and now have a better understanding of **Your Michigan Department of Corrections**.

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